

Housing Finance Authority of Leon County
January 12, 2017
Meeting Minutes

- MEMBERS PRESENT:** Mr. Mike Rogers, Chairman
Mr. Thomas Lewis, Vice-Chairman
Dr. Jeffrey Sharkey, Secretary
Mr. Andrew Gay
Ms. Gail Milon
Mr. Allen Stucks
- MEMBERS ABSENT:** Ms. Marnie George (excused)
- FINANCIAL ADVISOR:** Mr. Mark Hendrickson
- LEGAL COUNSEL:** Roosevelt Randolph
Harold Knowles
Dawn Whitehurst
- STAFF PRESENT:** Ms. Wanda Carter,
Mr. Shington Lamy, Director, Office of Human Services & Community Partnerships
Mr. Lamarr Kemp, Director, Housing Services, HSCP
Ms. Felisa Barner
Ms. Jennifer Sousa
Ms. Niya Timmons-Lewis
Mr. Dan Rigo, County Attorney's Office
Ms. Mitzi McGhin, Leon County Real Estate
- GUESTS PRESENT:** None

Call to Order by Chairman Rogers

With a quorum present, Chairman Rogers called the HFA meeting to order at 12:09 P.M.

Agenda Item #1 **Membership Roll Call.** Staff called the Membership Roll and attending members were Chairman Rogers, Vice-Chairman Lewis, Secretary Sharkey, Mr. Gay, and Mr. Stucks. Ms. Milon arrived after the Roll Call.

Agenda Item #2: **Approval of the January 12, 2017, Agenda**

Action Taken: Chairman Rogers called for a motion for approval of the January 12, 2017 Meeting Agenda, with an addition of an item under New Business related to the transition at FHFC. Mr. Stucks motioned to approve and it was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item #3: Approval of the December 8, 2016, Minutes

Action Taken: Chairman Rogers called for a motion for approval of the December 8, 2016 Meeting Minutes. Mr. Stucks motioned to approve and it was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item #4: Public Comment

Action Taken: No public comment.

Agenda Item #5 Annual Election of Officers

Chairman Rogers opened the floor for a motion related to election of officers.

Action Taken: Mr. Stucks motioned to elect the current slate of Officers for another one year term, and it was seconded by Mr. Gay. [The officers are Mr. Rogers, Chair, Mr. Lewis, Vice-Chair, and Dr. Sharkey, Secretary.]. Motion passed unanimously.

Agenda Item #6A & 6B Financial Report

Mr. Gay and Mr. Hendrickson presented a report on HFA finances.

Action Taken: **Dr. Sharkey asked that a column for percentages be added to the income and expense report.**

Mr. Stucks motioned to accept the December 31, 2016 Financial Statement, and was 2nd by Mr. Lewis. Motion passed unanimously.

Agenda Item #7A: Emergency Repair Program

Mr. Kemp reported that the program had commitments utilizing all funding, but that no repairs had been closed out in the past month. He stated that a “purge” of the waiting list would take place on January 21— as many on the list had been there for an extended period of time and either no longer resided at the property or had made the repairs without the assistance. A discussion of the nature of the program and its name took place.

Action Taken: **Board requested that Mr. Kemp bring before and after pictures of the emergency repairs to the February meeting.**

Agenda Item #7B: Real Estate Activity

Ms. McGhin presented an updated report on real estate sales and contracts. She reported that after the current contracts closed, the net revenue to the HFA would be approximately \$70,400.:

Action Taken: Board requested that Income and Expense Report highlight the net revenues from the land sales.

Agenda Item #7C: Future Role of the HFA

Mr. Lamy reported that the consideration of the HFA's Ordinance changes by the BOCC had been delayed from January 24 to February 7. He stated that this would give staff the time needed to improve the narrative in the analysis that accompanied the proposed changes. Mr. Lamy stated that the narrative needed more on how the changes (budget, procurement, contract independence for the HFA) would benefit the County and the public and would result in improved level of service in providing affordable housing. He stated that both the Ordinance and the related resolution would be taken up at the February BOCC meeting.

Mr. Hendrickson stated that he would work with County staff on the narrative.

Mr. Rigo noted that the Resolution would provide a transition period for the HFA budget and finances, with the HFA still in the County system through September 30, 2017—with the HFA having the option, at its sole discretion—to adopt its own budget and financial system beginning October 1, 2017. Mr. Rigo stated that the Resolution also included a requirement for an annual report from the HFA to the BOCC.

Mr. Hendrickson noted that the HFA would need to have a transition plan for budget, finances, investments, audits, and procurement. He stated that the proposals for these items would be based on best practices of other local HFA's.

Mr. Knowles asked what would be the appropriate "entry point" for his firm on this issue and other HFA work. Mr. Hendrickson and Ms. Whitehurst stated that they would be meeting the following week to work on a plan.

Action Taken: No Action Required.

Agenda Item #7D: "To-Do" List

Mr. Hendrickson presented the "to-do" list..

Action Taken: No Action Required.

Agenda Item #8A: New Business: NALHFA and FLALHFA Conferences

Mr. Hendrickson reported on the NALHFA and FLALHFA conferences.

Action Taken:

Mr. Gay motioned to approve travel by Mr. Stucks to the NALHFA Conference and it was seconded by Ms. Milon. Motion passed unanimously.

Mr. Stucks motioned to approve travel by all HFA Board members and one representative of legal counsel to the FLALHFA Conference and it was seconded by Mr. Gay. Motion passed unanimously.

Agenda Item #8B: New Business: FHFC Update

Mr. Hendrickson reported the change in leadership at FHFC.

Action Taken: No Action Required.

Agenda Item #8C: New Business: Legal Update

The Board directed Mr. Hendrickson to add a legal update section to the agenda for future meetings.

Agenda Item # 9: Adjournment

This meeting was adjourned at 1:05 P.M.

Mike Rogers, Chairman

Jeffrey Sharkey, Secretary Date: